

**CITY OF MONROE
CIVIL SERVICE COMMISSION
MINUTES OF THE SPECIAL MEETING HELD ON Friday, November 7, 2014**



Minutes of the Special Civil Service Commission Meeting held on Friday, November 7, 2014 at 8:37 a.m. in the Third Floor Conference Room at Monroe City Hall.

PRESENT: President Vittoe, Commissioner Roberts and Crutchfield.

OTHERS PRESENT: Peggy Howard, H.R. Director
Jim Greene, Dykema Gossett Labor Attorney
Robert Wight Chief of Fire
Lieutenant Mike Foley
Sergeant Tom Ford
City Attorney, Tom Ready

Old Business

a. Review and Development Procedure for posting of Intradepartmental Promotions

Peggy Howard went over the information regarding the Intradepartmental Job Bidding Process/Steps with the Commission.

Lieutenant Mike Foley asked about the intradepartmental posting. Lieutenant Foley stated that he doesn't recall seeing one until now, and he stated that due to ACT 78 it has to go through the process of testing, you were ranked on your testing and then put on the eligibility list, that you cannot simply bid into the position of firefighter and he was confused by the change.

President Vittoe stated that the reason that Ms. Howard was asked to prepare this is because there was no defined procedure for the way positions were posted and how the application process takes place.

Lieutenant Foley also had questions about the external process.

Sergeant Ford stated that this was driven by Sergeant Truesdell bringing forth his complaint in regards to the way the Chiefs testing process was handled. It was then directed to Ms. Howard to come up with a process for departmental promotions within the fire department.

It was moved by Commissioner Crutchfield and supported by Commissioner Roberts to approve the Civil Service Intradepartmental promotion and application process.

Ayes: 3 Nays: 0
Motion carried.

President Vittoe asked if on the application you could list have you ever been "terminated to disciplined or disciplined and then the next line list circumstances of such disciplined, or if terminated" should be removed from the application it was concluded that the word "terminated" should be removed. This application is also being developed for promotions Police and Command and they were ok with it.

It was moved by Commissioner Crutchfield and supported by Commissioner Roberts to adopt the application with the header reading "Intradepartmental Promotion Application" and then in the body it will state "have you ever been disciplined for delinquency or misconduct". If yes; when, and attach a sheet explaining the circumstances of such discipline.

Ayes: 3 Nays: 0
Motion carried.

b. Firefighter /Paramedic Eligibility List

It was moved by Commissioner Roberts and supported by Commissioner Crutchfield to accept the revised list that was submitted by Ms. Howard.

Ayes: 3 Nays: 0
Motion carried.

New Business

a. Fire Sergeant/Inspector Eligibility List dated October 29, 2014

It was moved by Commissioner Crutchfield and supported by Commissioner Roberts to accept the list that was submitted by Ms. Howard dated October 29, 2014.

Public Comments

Fire Chief Robert Wight talked about putting a process together for new hires that would result in a bigger pool of candidates. He will try to have that for the December 10, 2014 meeting.

Lieutenant Foley commented on the fact that we have far fewer candidates than other areas who are also hiring at the same time.

Ms. Howard informed the Commission that the posting of Fire Mechanic Vacancy has occurred.

Adjournment

With no other business before the Commission, it was moved by Commissioner Crutchfield and supported by Commissioner Roberts to adjourn the meeting at 9:09 a.m.

Ayes: 3 Nays: 0
Motion carried.

Michelle J. LaVoy
Civil Service Secretary
November 24, 2014